

Bob Holden
Governor



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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA, Division of Accounting
DATE: May 15, 2002
RE: REPV FY03 Table Upload

For FY03 Recurring Payment Voucher (REPV) table set up, agencies have two options. An agency can elect to input the FY03 REPV data directly into SAM II Financial or complete an Excel spreadsheet that OA, Division of Accounting will upload.

If your agency had FY02 REPV table entries and your agency wants to upload the FY03 entries, please send a request to OASAMIICentralAcct@mail.oa.state.mo.us for an Excel spreadsheet with your agency's FY02 entries. OA, Accounting will send you through e-mail the applicable spreadsheet and instructions on how to update the spreadsheet for the upload of the FY03 entries.

If your agency did not have FY02 REPV table entries and your agency wants to upload the FY03 entries, please send a request to OASAMIICentralAcct@mail.oa.state.mo.us for an Excel spreadsheet template. OA, Accounting will send you through e-mail the applicable template and instructions on how to update the template for the upload of the FY03 entries.

Completed REPV spreadsheets must be forwarded via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us by 5:00 p.m. July 8, 2002.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact OA, Division of Accounting for assistance.